

DEVELOPMENT REGULATIONS

30 Attachment 1A



Township of Holmdel

Department of Community Development

4 Crawfords Corner Road

Holmdel, New Jersey 07733

Phone: 732-946-2820

www.holmdeltownship.com

DEVELOPMENT APPLICATION COMPLETENESS CHECKLIST														
Applicant:						Property Address:								
Owner:						Block:		Lot(s):		Zone:				
Project Name:						Application #:				Date:				
SUBMISSION REQUIREMENTS											STATUS		NOTES	
ITEM #	EXEMPT SITE PLAN	PLANNING BOARD or ZONING BOARD						ZONING BOARD			C = Complies			
		MINOR		MAJOR				VARIANCES 40:55D-70			W = Waiver			
		SUBDIVISION	SITE PLAN	SUBDIVISION	SITE PLAN	SUBDIVISION	SITE PLAN	a & b	c	d	APPLICANT	TOWNSHIP		
													PRELIM	FINAL
ITEM DESCRIPTION														
1	X	X	X	X	X	X	X	X	X	X	X	Fifteen (15) copies of the completed and signed Holmdel Township Development Application forms, including corporate disclosure statement and owner's authorization if applicable.		
2	X	X	X	X	X	X	X	X	X	X	X	Three (3) copies of the completed Holmdel Township Development Checklist, with letter listing all requested waivers, with explanation for each.		
3	X	X	X	X	X	X	X	X	X	X	X	Electronic copies of all application documents in PDF format.		
4	X	X	X	X	X	X	X	X	X	X	X	Applicable filing fees & escrow (paid by separate checks).		
5	X	X	X	X	X	X	X	X	X	X	X	Two (2) W-9 forms with original signatures.		
6	X	X	X	X	X	X	X	X	X	X	X	Certification of paid property taxes from Tax Collector.		
7	X	X	X	X	X	X	X	X	X	X	X	Certified list of names, blocks and lots, and property owners within 200 feet of the property as prepared by the Township Tax Assessor, also to be shown on site plan if applicable.		
8	X	X	X	X	X	X	X	X	X	X	X	Fifteen (15) copies of detailed narrative as to the applicant's proposal for the overall project, including existing and proposed site conditions, use, and operations.		
9	X	X	X	X	X	X	X	X	X	X	X	Three (3) copies of protective covenants, deed restrictions, or easements applying to the site, to be submitted with the application, and/or indicated on the submitted plan (if applicable).		
10	X	X	X	X	X	X	X				X	Fifteen (15) copies of property survey no more than 5 years old, prepared by a NJ-licensed land surveyor and showing data including, but not limited to: Block/Lot number(s), existing and proposed monuments, structures, lot lines, lot area, lot dimensions, metes and bounds, right-of-way lines, and easements and/or deed restrictions.		
11	X		X		X		X			X	X	Three (3) copies of plans, including floor plans and complete elevation views. Plans shall be prepared by a NJ licensed architect and shall sufficiently depict all building features, including color, materials, and textures.		

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12		X	X	X	X								Three (3) copies of Environmental Resource Survey and Environmental Impact Report, including a natural resource survey map, prepared per §30-59 and addressing all sensitive land areas per §30-116 et seq.			
13	X	X	X	X	X	X	X						Three (3) copies of Stormwater Management Report, including drainage calculations, drainage area maps, and/or operations & maintenance manual.			
14		X	X	X	X							X	Three (3) copies of Traffic Impact Report, also addressing parking if applicable.			
15	X	X	X	X	X	X	X				X		Three (3) copies of proof of application for all required outside agency approvals, including but not limited to Monmouth County Planning Board, Freehold Soil Conservation District, Monmouth County Board of Health, NJDOT, and NJDEP.			
16	X	X	X	X	X	X	X						Three (3) copies of current "will-serve" letters from applicable utility companies.			
17		X	X	X	X	X	X				X	X	Fifteen (15) copies of folded development plans, e.g. grading, plot, or landscaping.			
18		X	X	X	X	X	X						Title block appearing on each sheet of site plan or plat in accordance with the rules governing such for professional engineers and land surveyors including: plan type; address, tax map sheet, and block and lot number; date prepared and dates of last revision; name, signature, license number, and contact information of professional preparing plans, with seal; written and graphic scale; north arrow; date of original drawing and list of specific revisions and dates.			
19		X	X	X	X	X	X						Owner/Applicant information on plan, including name, title, address and telephone number.			
20		X	X	X	X	X	X						On cover sheet, a key map at a scale not smaller than 1 inch = 2000 feet depicting site and surrounding area; a zoning map at a scale not smaller than 1" = 500 feet including existing zoning, zone boundaries, and zoning of contiguous lands; and an area map at a scale not smaller than 1" = 200 feet showing location of parcel and surrounding area, with blocks and lots.			
21		X	X	X	X	X	X						Signature blocks for Board Chairman, Board Secretary, Board Engineer, Owner's certification, and all other signature blocks in accordance with the Map Filing Law (NJSA 46:23-9.0).			
22	X	X	X	X	X	X	X				X	X	Zoning schedule indicating zone classification, existing and proposed use, and all bulk and area requirements, including site area, setbacks, building coverage, impervious coverage, building height, floor area ratio, density, and all other data needed to insure conformity with the Township of Holmdel Development Regulations. Front, rear and side yard setback lines shall be depicted graphically on the plan.			
23		X	X	X	X	X	X				X	X	Location of all existing and proposed easements, covenants, or restrictions, identified by purpose and with metes and bounds descriptions shown.			

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24		X	X	X	X	X	X		X	X			Dimensions of all existing and proposed property lines.
25		X	X	X	X	X	X		X	X			All proposed buildings and structures, including location, use, and footprint area.
26		X	X	X	X	X	X						Location on the site and within 200 feet of open waters, streams, floodplains, wetlands, wetlands buffers, wooded areas, coastal or tidal areas, and other environmentally sensitive areas.
27		X	X	X	X	X	X						The location of all watercourses, railroads, bridges, culverts, drainpipes and natural features, such as treed areas, both on site and within 100 feet of its boundaries.
28		X	X	X	X	X	X						All proposed ingress/egress routes to public rights-of-way, including locations, dimensions, circulation routes, control signs or signals, and acceleration and deceleration lanes.
29		X	X	X	X	X	X						Location and capacity of off-street parking areas, including dimensions of all access drives, aisles, and parking stalls, and details of materials to be used for surfaces.
30		X	X	X	X	X	X						Location and dimensions of fire zones and loading areas.
31		X	X	X	X	X	X						Pedestrian circulation details, including locations of curbs, sidewalks, crosswalks, and ADA-accessible routes, and details of material to be used for surfaces.
32		X	X	X	X	X	X		X				Location of accessory structures, including fences, walls, trash enclosures, recycling areas, and details of each.
33		X	X	X	X	X	X		X				Total area of landscaping/open space expressed in square feet and as a percentage of total area disturbed.
34		X	X	X	X	X	X						Landscaping plan including details as to the size, number, location and type of vegetation and method of planting to be used and showing existing and proposed wooded and landscaped areas; proposed buffering and screening; and planting details.
35		X	X	X	X	X	X						Planting list to include planting symbol, number, genus, species, common name, and size at planting (height, caliper, container).
36		X	X	X	X	X	X						Tree location plan with identification by complete common name or identification of all trees 6 inches or greater (Minor) or 3 inches or greater (Major), with tabulation of located trees by number, including DBH, identification (complete common name), health, form, and whether to be removed, remain, and/or remain and be protected during construction.
37		X	X	X	X	X	X						Calculation of total diameter of trees to be removed as compared to total proposed trees to be planted (shrubs/groundcover not included).
38		X	X	X	X	X	X						Exterior lighting plan depicting amount of illumination in footcandles and at 10-foot intervals, as well as location, size, height, type, construction, and design of light poles and building mounted fixtures.
39		X	X	X	X	X	X						Grading plan based on National Geodetic Control Survey Datum, showing existing and proposed grades at 2-foot contour intervals (5-foot intervals may be provided when the slope is 10% or greater), with additional spot elevations provided to sufficiently depict proposed grading.

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40				X	X	X	X						Drainage area map showing tributary areas on and off site before development; areas contributing to each storm drain facility; and direction of flow of all surface waters and streams; complete drainage calculations in accordance with Township requirements.	
41				X	X	X	X						Limit of disturbance and limits of all cut and fill areas.	
42		X	X	X	X	X	X		X				Finished grade and basement and first floor elevations for all existing and proposed structures.	
43		X	X	X	X	X	X		X				Location, type and size of all existing and proposed drainage features, including basins, swales, structures, watercourses, ditches, outfalls, and pipes, including pipe materials.	
44		X	X	X	X	X	X						Location and type of all existing and proposed utility services, including manholes, sewer mains, water lines, utility poles, fire hydrants, and all other related features on site and within 200 ft.	
45	X	X	X	X	X	X	X		X	X			Location of existing and proposed wells and septic systems, with Board of Health application if applicable.	
46				X	X	X	X						Plans, profiles, cross-sections and construction details, horizontal and vertical alignments of the centerline of all proposed streets and of all existing streets abutting the tract, as well as similar details on curbing, sidewalks, storm and sanitary sewers, water mains, drainage structures and street cross sections.	
47				X	X	X	X						Information required to assess conformance with the Resource Management Regulations (§30-116 et seq.) including, as applicable: scenic resource/sightline analysis steep slope analysis; riparian zones and buffers; all existing and proposed conservation/landscape easements; open waters; species habitats; and freshwater wetlands documentation from NJDEP (e.g., Letter of Interpretation).	
48				X	X	X	X						Woodland Retention and Preservation Plan, prepared in accordance with §30-116.10.	
49	X	X	X	X	X	X	X		X	X			For application involving signs: Location, appearance, dimensions, and details for all existing and proposed signs, and other details indicating sign materials, lighting, landscaping and any other applicable information.	

Notes:

- The approving Board may waive submission of any information required of any application for development where deemed appropriate, after first considering all waiver requested made by the applicant and the opinion(s) of the Township professionals.
- The approving Board may request additional information of any Applicant if said information is deemed necessary by the Board to make an informed opinion on the application, though such request shall not cause the application to be deemed incomplete.

Signature and Title of Preparer of Checklist *Date*

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